

Oceanside Community Club

A General Guide to Planning a Function



United States Coast Guard Training Center
Morale, Well-Being & Recreation
Cape May, NJ

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Introduction

This brochure has been prepared for your convenience. It contains information regarding the Oceanside Community Club requirements, various menu suggestions, prices and arrangements which are available. Should you desire items that are not listed in this brochure please feel free to inquire as to their availability. The United States Coast Guard Training Center's Oceanside management and staff are committed to helping you make your function, party or wedding reception a memorable and festive occasion.

The Club Manager can be contacted Monday through Friday from 8:00 a.m. to 4:00 p.m. by phone at 609-898-6937 and will be able to assist you in planning and coordinating your next event. Please call today for more information or to book your next event.

Requirements

Please Read the following Requirements:

Number of Guests

All luncheons & dinners require a 50 person minimum. A guaranteed number of guests are required two weeks in advance of function.

Room Rental

If you do not meet the minimum required number of guests, or do not wish to have our staff cater your event, the Oceanside Club is available for rent. In addition to a rental fee, a \$100.00 Clean up fee is required, the club manager will inspect the building and if found to be in satisfactory condition (the same state it was found) a full refund of the clean up fee will be issued.

Limitations

Prices Quoted for Luncheon Menus are based on a two hour event, there is a \$50.00 fee for each additional hour. Wedding receptions are based on a five hour event; however, luncheon menu options can not be used for receptions.

Deposits

We require a non-refundable deposit for wedding receptions and all other functions to reserve a date on our calendar. This deposit will be applied to the final bill. Please remember your deposit will not be refunded if you cancel your reservation.

Payment

Full payment must be made the day of the function. All events are subject to an 18% gratuity, and \$50.00 set up fee which includes linen for up to 50 guests. There is a 50¢ charge for each guest over the original 50 count. If you require a cash bar, the rate is \$14.00 per hour / bartender.

Guest Lists

For both room rentals and catered events a guest list is required for security to gain access onto the base. The guest list should be given to the club manager no later than 3 days prior to the event.

Information about the Club

Room Capacity

Fire codes allow for the Oceanside Community Club to seat 106 guests.

Fire codes allow for the Oceanside Community Club bar area to hold 64 standing guests.

Dance Floor

The Oceanside Community Club is equipped with a 380 sq. ft. permanent inlaid dance floor.

Table Set Up

The Oceanside Community Club has a wide variety of tables, including round tables with seating capacities of 4 or 6, and banquet tables with seating capacity of 8 to 10. Formal head tables can be set up as well.

Podium

A large wooden podium equipped with microphone is available, free of charge.

(We do not have any other audio or visual equipment, but you may arrange to bring your own)

Decorations, Centerpieces, Flowers, Music & Wedding Cakes

All arrangements for the items listed above are your responsibility, and must be handled directly by you. Arrangements should be made with the club manager to allow access to the club prior to an event to be decorated, if possible, but we ask that you do not use tacks, tape, or other adhesives that may damage the club in any way. In addition it is your responsibility to remove these items from the club following your event.

Helpful Hints

Plan Ahead

Plan ahead as far in advance as possible, set your date well in advance so that you can be sure the Oceanside Community Club will be available. Four or Five months prior to your event is not too early to begin planning your private function. One year in advance is recommended for wedding receptions.

How Many Guests & Guests List

Decide how many guests will be attending your function (keep in mind 106 seating capacity).

When providing the club manager with your guests list, don't forget first and last names and names of florists, d-jays, photographers, etc. Make sure to tell your guests to have identification the day of.

Budgeting

Arrange budgets for food, drinks, music, flowers, etc.

Special Requests & Final Arrangements

If you want any special items for your event, for example, a certain type of wine or champagne let the club manager know three weeks in advance. Final arrangements should be made with the club manager at least *two weeks in advance*.

We have been catering parties and receptions for many years, so please feel free to *ask our advice* if you are not sure of certain procedures.

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Luncheon Menus

Sit Down

Choice of Salad
House Tossed or Caesar

Choice of One Entrée
Baked Chicken
Baked Ham
Sliced Turkey w/ Gravy
Roast Beef w/ Au Jus or Gravy

Served with Rolls,
Chef's Choice Potato & Vegetable

Ice Cream or Fruit Salad

Coffee, Decaffeinated Coffee & Tea

\$12.95 / Person

Cold Cut Buffet

Sliced Ham, Turkey & Roast Beef

Assorted Cheese Tray

Lettuce & Tomato Tray

Assorted Fresh Rolls

Potato Salad, Pasta Salad or Coleslaw

Ice Cream or Fruit Salad

Coffee, Decaffeinated Coffee & Tea

\$10.95 / Person

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Buffet Menus

Italian Dinner Buffet

Garlic Bread

Choice of Salad
House Tossed or Caesar

Entrée
Chicken Parmesan

Choice of Pasta
Stuffed Shells
Baked Ziti
Spaghetti

Italian Medley Vegetables

Choice of Dessert
Ice Cream
Cake

Coffee, Decaffeinated Coffee
& Tea

\$17.00 / Person

Dinner Buffet

Rolls & Butter

Choice of Salad
House Tossed or Caesar

Choice of One Entrée
Baked Chicken
Baked Ham
Roast Beef
Turkey

Choice of Potato
Baked Potato w/ Sour Cream
Red Bliss Potatoes w/ Butter,
Garlic & Parsley
Potatoes Au Gratin

Choice of Vegetable
Green Beans Almandine
Corn
Peas

Choice of Dessert
Ice Cream
Cake

Coffee, Decaffeinated Coffee
& Tea

\$17.00 / Person

Deluxe Buffet

Rolls & Butter

Choice of Salad
House Tossed or Caesar

Choice of Two Entrées
Sliced Turkey Breast w/ Gravy
Sliced Roast Beef
w/ Au Jus or Gravy
Sliced Glazed Ham

Choice of One Starch
Baked Potato w/ Sour Cream
Red Bliss Potatoes w/ Butter,
Garlic & Parsley
Potatoes Au Gratin
Baked Stuffed Shells
Baked Ziti

Choice of One Vegetable
Green Beans Almandine
Corn
Peas
Broccoli Spears
Glazed Baby Carrots
Italian Medley

Choice of Two Desserts
Pie or Cake
Vanilla or Chocolate Ice Cream
Rainbow Sherbet

Coffee, Decaffeinated Coffee
& Tea

\$26.95 / Person

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Sit Down Dinner

Each Entrée includes rolls & butter, choice of salad, choice of one starch, choice of one vegetable, choice of one dessert, as well as coffee, decaffeinated coffee & tea.

Entrées

*Fresh Roast Turkey w/ Dressing & Gravy
Oven Baked Half Chicken
Baked Ham w/ Raisin Sauce
Sliced Roast Beef w/ Au Jus or Brown Gravy
Roast Pork Loin w/ Gravy
\$17.95 / Person*

*Stuffed Chicken Breast
Served Plain or Topped w/ Gravy
Roasted Stuffed Pork Loin w/ Apple Stuffing
Served Plain or Topped w/ Gravy
\$18.95 / Person*

*Prime Rib of Beef w/ Au Jus
\$21.95 / Person*

*Crab Cakes
\$24.95 / Person*

*Baked Stuffed Shrimp w/ Crab
\$26.95*

*Sauté Sea Scallops
Fried or Baked Flounder
Fresh Baked Stuffed Flounder
Market Price*

Starches

*Mashed Potatoes
Baked Potato w/ Sour Cream
Red Bliss Potatoes w/ Butter, Garlic & Parsley
Potatoes Au Gratin
Stuffed Baked Potato
Wild Rice
Baked Ziti*

Vegetables

*Green Beans Almandine
Corn
Peas
Broccoli Spears
Glazed Baby Carrots
Italian Medley*

Desserts

*Cake
Assorted Cookies
Apple, Peach or Cherry Pie
(a la mode add 75¢ Each)
Vanilla or Chocolate Ice Cream
Rainbow Sherbet*

Appetizers

*(Available Upon Request)
Mixed Fruit Cup \$2.50 Each
Cup of Soup \$2.50 Each*

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Hors D'oeuvre Selections

Raw Vegetables & Dip
\$45.00 (35 to 40 People)

Assorted Cheese & Crackers
\$65.00 (40 to 50 People)

Assorted Cheese, Pepperoni & Crackers
\$75.00 (40 to 50 people)

Meatballs
Sweet & Sour, Swedish or Italian Style
\$55.00 per 100 Pieces

Franks in a Blanket
\$65.00 per 100 Pieces

Chinese Egg Rolls
\$65.00 per 100 Pieces

Chicken Tenders
\$75.00 per 100 Pieces

Assorted Mini Quiche
\$100.00 per 140 pieces

Crab Stuffed Mushroom Caps
\$125.00 per 100 Pieces

Scallops Wrapped in Bacon
\$125.00 per 100 Pieces

Shrimp Cocktail
\$150.00 per 200 Pieces

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Beverage Arrangements & Price Lists

Cash Bar

\$14.00 / Hour per Bartender

Open Bar w/ House Brands

Prices listed include draft beer, wine & soda.

Premium brands are available for an additional \$2.75 / Person per hour.

One Hour	\$8.00 / Person
Two Hours	\$12.00 / Person
Three Hours	\$14.00 / Person
Four Hours	\$16.00 / Person
Five Hours	\$18.00 / Person

Champagne Toast

\$2.00 / Person

Punch

Decorative Fruit Punch	\$30.00 / Bowl
Rainbow Sherbet Punch	\$40.00 / Bowl

Keg Beer

Domestic	\$80.00 / Keg
Imported	Price may vary

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Form Letter of Request for use of Oceanside Community Club

Commanding Officer

Date:

United States Coast Guard Training Center
Manager, Oceanside Community Club
1 Munro Avenue
Cape May, NJ 08204

I request use of the Oceanside Community Club on _____.
Date

I request use of the Oceanside Community Club for _____.
Type of Function

If you are a Sponsor, please state your relationship to the Sponsored _____.
Relationship

Please provide the following:

Name of Sponsor: _____
(Point of Contact)

Branch of Service: _____

Home Address: _____

Phone Number(s): _____

For Weddings:

Name of Bride _____
Phone Number _____
Address _____

Name of Groom _____
Phone Number _____
Address _____

